

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Financial Aid Office]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear Financial Aid Officer,

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [School's Name]. I am writing to formally request consideration for financial aid to support my educational goals for the upcoming academic year.

Due to [briefly explain your financial situation, e.g., unexpected expenses, family circumstances, etc.], I am finding it increasingly difficult to meet the cost of tuition and associated expenses. I have applied for various scholarships and have been actively seeking part-time employment. However, these efforts are not enough to cover my total expenses.

I am committed to my education and continuing my studies at [School's Name]. I would greatly appreciate your assistance in reviewing my situation for potential financial aid options. Enclosed with this letter are my [list any documents you are including, e.g., tax returns, award letters, etc.] to provide further context to my financial needs.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID]